

# HAZARDOUS WASTE CHECKLIST

If you can answer "YES" to all of the questions below,  
You should fare well during a state hazardous waste inspection.

## SELF-AUDIT CHECKLIST

Do you know if your waste is hazardous?

Your waste is hazardous if it is flammable, toxic, reactive and/or corrosive. Look for hazards listed on the chemical's label and/or MSDS. For diluted mixtures, see the sewer discharge limits for a few common chemicals on the EH&S website. Otherwise, do the calculation listed in the UW Laboratory Safety Manual or send us an online Chemical Waste Evaluation Request. Containers of non-hazardous solid chemicals may go in the trash.

Have you disposed of "waste-like", legacy and unknown chemicals?

Manage these as chemical waste. Waste-like chemicals have deteriorating labels, failing containers or are otherwise obviously neglected and unneeded. Legacy chemicals are unwanted chemic sometimes left behind by previous occupants. EH&S will arrange for testing of "unknowns" before disposal.



Photos of "waste-like" chemicals.

Are you using appropriate containers and keeping containers closed when not adding waste?

Accumulate waste in sturdy, compatible containers with screw-top lids. Reuse empty chemical containers for waste accumulation if the original contents and waste are compatible. EH&S supplies five gallon reusable

containers for large amounts of waste. Keep containers closed when not adding waste to the container. Use a lidded funnel if adding waste frequently to a container. Use bins to contain leaks and spills.

Are your waste containers properly labeled?

Containers must be labeled with the UW Hazardous Waste Label as soon as any waste is placed in the container. You can pick up labels at several locations on campus, print them from the EH&S website or request EH&S send labels via campus mail.

Fill labels out completely (see sample below). Deface original labels on reused containers if they previously contained different chemicals.

HAZARDOUS WASTE	
UNIVERSITY OF WASHINGTON ENVIRONMENTAL HEALTH AND SAFETY (206) 616-5835 UMW 1157 (2/06)	
CHEMICAL COMPOSITION AND ASSOCIATED HAZARD(S)	%
ethanol	50.0000
acetonitrile	49.9000
chromium	0.1000
<input type="checkbox"/> Corrosive <input type="checkbox"/> Reactive <input type="checkbox"/> Other (explain)	
<input type="checkbox"/> Non-Hazardous <input checked="" type="checkbox"/> Toxic	
<input checked="" type="checkbox"/> Ignitable <input type="checkbox"/> Oxidizer	
WASTE GENERATOR INFORMATION    Labeled by Pat Smith	
Department Chemistry	Phone 543-0000
Building Bagley	Room 601

Do you accumulate waste in a safe location?

Choose accumulation areas away from aisles, doorways and safety showers. Segregate incompatible wastes.

## Do you meet waste accumulate limits?

Do not accumulate more than one quart of extremely hazardous waste. A maximum of ten gallons of flammable liquids is allowed outside a flammable storage cabinet. Avoid accumulating a lot of waste – keep areas clear.

## Are you prepared for spills and other emergencies?

See the EH&S website for details about chemical exposures, spill kits and earthquake preparedness. Remember, for major emergencies call 911 or, if there is risk of fire or exposure outside of lab, pull fire alarm and evacuate. For spill advice, call the EH&S spills line at 206.543.0467.

## Do you know how to request hazardous waste collection?

For a waste that is generated routinely, fill out and send a **New Routine Chemical Waste Collection Request** to receive a “routine number”. To request collection, fill out the online **Routine Chemical Waste Collection Request** with your number and the amount of waste. For other wastes, please complete an **Online Collection Request** form. All forms are on the EH&S website. There is no charge for hazardous waste collection and disposal, with the exceptions of testing of unknowns and for testing and/or stabilization of some unstable peroxide formers.

## Do you have documented training?

All persons handling waste must have waste management training. EH&S offers documented online and classroom chemical safety training which outlines chemical hazards, waste accumulation procedures, spill response and more. Training records are available on the EH&S website.

## CHECKLIST REVIEW

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Correct any deficiencies in your practices noted on the checklist. For more guidance, see Section 3 of the UW Laboratory Safety Manual, which explains chemical waste requirements in detail.

The manual, waste forms, waste minimization, online training, classroom training registration and more are available on the EH&S website.

If you have questions, email EH&S at [chmwaste@uw.edu](mailto:chmwaste@uw.edu) or call 206.616.5835.

## WHO INSPECTS AND WHY?

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The Washington State Department of Ecology periodically conducts hazardous waste compliance inspections as a part of their program to evaluate compliance with hazardous waste regulations.

## WHAT ARE THEY LOOKING FOR?

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Inspectors may enter any laboratory, shop or other area that uses hazardous materials. The inspector asks to speak with a person in charge of hazardous waste management for that area and will want to see where waste is accumulated. The inspector will focus on the items in this checklist.

They may also ask if you pour any hazardous waste down the drain and, if so, if you know whether it is okay to do so. The inspector may also check for eyewashes, fire extinguishers, emergency contacts and spill kits.

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## EH&S Environmental Programs

For hazardous waste collection forms, hazardous waste labels, training registration and training records, visit [www.ehs.washington.edu](http://www.ehs.washington.edu) or call 206.543.7262.